



Town of Oro Valley Classification Description

Title: **RECREATION LEADER**
Job Code: 2540 (19 or less); 2541 (FT)
FLSA Status: Non-Exempt

Department: Parks & Recreation
Salary Grade: PTS4

POSITION SUMMARY:

Under general supervision, plans, organizes and facilitates camps and programs for the Town of Oro Valley.

ESSENTIAL JOB FUNCTIONS:

- A. Plans, organizes, implements, and facilitates recreation and Cultural Resources camps and/or programs for youth, teens, adults, seniors, and/or special need populations. Trains and supervises assigned staff.
- B. Leads participants in Recreational and Cultural Resource activities and assists with supporting, planning and organizing said activities and events.
- C. Promotes and provides information to the public regarding Recreational and Cultural Resource activities.
- D. Completes assigned duties from supervisory staff.
- E. Monitors and assists in the supervision of participant safety and behavior.
- F. Maintains event and program records, files and attendance.
- G. Manages Recreation and Cultural Resource programs, activities and special events, exercising independent judgment and decision-making.
- H. Makes hiring and termination decisions, or provides significant input into such decisions. Recruits, screens, supervise, trains, schedules, evaluate and disciplines subordinate staff.
- I. Implements Department policies and procedures.
- J. Responsible for the development and maintenance of instructor and program documents.
- K. Develops promotions and publicity materials for program activities.
- L. Facilitates agreements with outside agencies for facility usage for Recreation and Cultural Resource programs and special events.
- M. Coordinates with Town Departments for legal consultation, facility usage issues, hiring staff and programming necessities.
- N. Prepares and maintains budget and records, analyzes statistical reports, organizes special projects, maintains inventory, prepares and writes specifications for new equipment as needed.
- O. Purchases and orders equipment/supplies.
- P. Responds to customer service and safety issues as they relate to recreational and cultural programs.

- Q. Completes reports, timesheets, cash receipts, incident/accident reports, and other administrative paperwork according to established protocols and procedures as required.
- R. Regular, daily attendance is an essential function for this position.
- S. Performs other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of Town and Department policies and procedures.
- Knowledge of activity or event planning practices and techniques.
- Knowledge of record maintenance.
- Skill in organizing and executing activities and events in the Parks and Recreation Department.
- Skill in teaching and instructing youth, adults and families.
- Skill in verbal and written communication.
- Skill in establishing and maintaining effective working relationships.
- Basic knowledge in Cultural Resource programming preferred.

MINIMUM QUALIFICATIONS:

- A high school diploma or equivalent.
- Two (2) years' experience in a recreational or youth activity environment; **OR** an equivalent combination of education and experience.

ENVIRONMENTAL FACTORS and WORKING CONDITIONS:

- Work is performed in indoor and outdoor environments. May be performed at various locations.